WRD DEVELOPMENT SERVICES INTERN

Posting ID: IN19122024

Company: Clark County Water Reclamation District

Position Type: Part-Time

College Major(s): Civil Engineering (CEE), Construction Management (CEM)

Company Website: 

Work Location: Las Vegas, NV

Salary: $16/hr

College Level(s): Undergraduate-Freshman, Undergraduate-Sophomore, Undergraduate-Junior, Undergraduate-Senior

OVERVIEW

Learns and performs a variety of skilled, semi-skilled and technical work in the office and field to support engineering related activities and other activities related to the Development Services department of a wastewater treatment plant. Under supervision, the WRD Development Services Intern will receive direction from the WRD Development Services Manager. Normally, job assignments come from the WRD Development Services Manager, WRD Principal Civil Engineer, and WRD Senior Engineering Technician.

Roles and Responsibilities

- Processes incoming and outgoing civil plans while monitoring discrepancies and updating chain of custody in PIPES and Accela database systems.
- Researches computer databases and hard copy files for maps, specifications, right-of-ways and easements, technical data, land descriptions, laboratory testing results and similar information.
- Creates and provides sewer location maps to developers, engineering firms, and the public, using the WRD's GIS database.
- Maintains accurate records and files related to the Service Group to which assigned.
- Creates and maintains project engineering folders throughout project timelines.
- Verifies refund applications and calculating necessary adjustments based on accepted assets.
- Makes a variety of computations in an office, laboratory or field setting; enters data into an automated system and produces reports, drawings or statistical summaries.
- Coordinates and schedules preconstruction meetings between WRD, engineering firms, developers, and contractors, while preparing all necessary documents.
- Responds to inspection requests and scheduling inspections.
- Provides record drawings and POC documents to engineering firms and developers, from GIS data.
- Updates the WRD's ARCGIS database with project information including area, POC's, and hyperlinks.
● Creates standard operating procedures and associated workflows using Microsoft Visio software.
● Attends to customer needs over the phone, through email, and in person.
● Creates and distributes both external and internal final correspondence and accepted asset memorandum.
● Accepts and verifies pipe video (CCTV) documentation for newly constructed sewer assets.
● Maintains Excel spreadsheets used to track and calculate asset information.
● Creates, generates and distributes plan approval letters.
● Accepts and verifies new digital plan submittals through the PIPES Portal.
● Processes incoming mail from USPS and interoffice mail by sorting and distributing.
● Uses standard office equipment, including a computer, plotter, scanner and copy machine.
● Contributes to the efficiency and effectiveness of the service group to its customers by offering suggestions and directing or participating as an active member of a work team.

Education and Qualifications
● Must be currently enrolled in an accredited college or university
● 18 years or older
● High School Diploma or GED
● Background Investigation: Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted
● Pre-Employment Drug Testing: Employment is contingent upon the results of a pre-employment drug examination.

How to Apply
https://www.govemmentjobs.com/careers/cleanwaterteam